



State of Wisconsin • DEPARTMENT OF REVENUE

DIVISION OF STATE AND LOCAL FINANCE • BUREAU OF PROPERTY TAX

PO Box 8971
Mail Stop 6-97
Madison, WI 53708-8971
Fax (608) 264-6897
tif@dor.state.wi.us

March 31, 2006

RE: Tax Incremental Finance District(s) [TID(s)]

Dear Municipal Assessor:

Enclosed are forms for you to report the 2006 assessed values of your tax incremental district(s) [TID(s)]. Instructions are on the back of this letter. When completed they should be sent to your area Department of Revenue (DOR) Supervisor of Equalization. The Assessor's Final Report (PA-100T) is also available on the Internet at www.dor.state.wi.us (Department of Revenue's home page). It is listed under Government, Tax Incremental Financing Information, 2006 Assessor's TID Subsequent Year Packet.

For 2005 and beyond, each municipal assessor must submit a completed green Assessor's Final Report (PA-100T) and supplements (if needed) to the DOR for each Tax Incremental District (TID). They must be received by the DOR Supervisor of Equalization (or postmarked) on or before the 2nd Monday in June (June 12, 2006). **THERE ARE NO EXTENSIONS.** If a timely report is not received, the Department will use the previous year's non-manufacturing certified equalized value. As a result, any additions or corrections will be lost for that year and no statutory adjustments will be made. The mailing addresses are listed on the back of this letter. **Note:** The PA-100T has been updated. For **Territory Amendment subtractions and additions**, there are two new column headings. Please put the amended values in their respective columns.

We recognize that the 2nd Monday in June due date may be at a point in time where final information is not available (if a revaluation is in progress, for example). In this situation, provide your best estimate in writing on the assessor's final report. Do not wait for the completion of the Board of Review. **The 2nd Monday in June filing date must be met.** After final information is known, report any changes on an amended Final Report. The statutes provide a means to adjust next year's certified DOR value.

If you have any questions concerning these forms, please contact us or the Supervisor of Equalization for your area. For assistance e-mail tif@dor.state.wi.us or phone Susan Plakus (608) 261-5335 or myself at (608) 266-5708.

Sincerely,

Judie Gibbon
Tax Incremental Finance Coordinator
Bureau of Property Tax

Enclosures

ASSESSOR INSTRUCTIONS FOR TAX INCREMENTAL DISTRICT (TID) SUBSEQUENT YEAR PACKET

The assessor must submit the following items to the Department of Revenue for each Tax Incremental District (TID):

1. Assessor's Final Report (PA-100T)
2. Assessor's Final Report Worksheet Supplement (PA-110T) (if needed)

THESE REPORTS ARE DUE BEFORE THE SECOND MONDAY IN JUNE. **THERE ARE NO EXTENSIONS.**

ASSESSOR'S FINAL REPORT (PA-100T) (green)

This report is to be completed in the same manner as the municipal final report except for TID territory additions or subtractions. The values in both real estate and personal property sections should include only the current value of all taxable property within the TID. Do not report state assessed manufacturing properties.

ASSESSOR'S FINAL REPORT WORKSHEET SUPPLEMENT (PA-110T) (green) (if needed)

Please complete the worksheet supplement if the TID is in more than one school district or for any special district that does not cover the entire TID. Complete the worksheet supplement including only value changes of property within the TID. A separate worksheet supplement should be completed for each school district (if the TID is in more than one) and for any special district that does not cover the entire TID.

Mail the originals to the Supervisor of Equalization for your area before the 2nd Monday in June. Please consult the following addresses to be sure these forms are sent to the correct location.

State of Wisconsin – Department of Revenue Bureau of Property Tax

Fond du Lac Office (75)

Douglas Milius
845 South Main, Suite 140
Fond du Lac, WI 54935-6155
Phone: (920) 920-2972
Fax: (920) 929-7202
E-mail: eqlfld@dor.state.wi.us

Madison Office (76)

Vacant
PO Box 8909, MS 3-424
Madison, WI 53708-8909
Phone: (608) 266-8184
Fax: (608) 267-1355
E-mail: eqlmsn@dor.state.wi.us

Milwaukee Office (77)

James Murphy
819 North 6th St., Room 530
Milwaukee, WI 53203-1682
Phone: (414) 227-4455
Fax: (414) 227-4071
E-mail: eqlmke@dor.state.wi.us

Eau Claire Office (79)

Thomas Janssen
707 South Barstow
Eau Claire, WI 54701-3894
Phone: (715) 836-2866
Fax: (715) 836-6690
E-mail: eqlEAU@dor.state.wi.us

Wausau Office (80)

Albert Romportl
710 3rd Street
Wausau, WI 54403-4700
Phone: (715) 849-9746
Fax: (715) 848-1033
E-mail: eqlwau@dor.state.wi.us

Green Bay Office (81)

Mary Gawryleski
200 N. Jefferson St., STE 525
Green Bay, WI 54301-5100
Phone: (920) 448-5196
Fax: (920) 448-5207
E-mail: eqlgrb@dor.state.wi.us